

SECTION 01783

TRAINING FOR GOVERNMENT PERSONNEL

(03/00)

PART 1 GENERAL

1.1 GENERAL TRAINING REQUIREMENTS

The work covered by this section includes provision by the Contractor of a comprehensive project-specific Government personnel training program for the systems of the facilities upon acceptance by the Contracting Officer. Provide a training program for the facilities provided by this RFP specification. The core of this course should be based on the Operation and Maintenance manuals provided under the Section 01782, "Facility Technical Operating Manuals".

1.2 SUBMITTALS

Submit the following data to the AROICC for review and approval at least 60 calendar days prior to commencement of the training course.

SD-11 Closeout Submittals

Instructors' Qualification Resume G

Training Course Outline G

Training Course in VHS Video Recording G

1.3 QUALITY ASSURANCE

1.3.1 Training Course Outline Submittal Requirements

Provide each trainee in the course a written course outline, listing the major and minor topics to be discussed by the instructor on each day of the course.

PART 2 PRODUCTS

2.1 TRAINING COURSE

Provide complete training course for the using Activity and maintenance personnel to operate and maintain the facility. The duration of instruction shall be for not less than four eight-hour working days for instruction of maintenance personnel. The eight-hour working day does not include the one-hour lunch break. The duration of the course shall be in one session for four consecutive working days.

2.1.1 Notification

Notify Contracting Officer at least 30 calendar days prior to commencement of training session.

PART 3 EXECUTION

3.1 INSTRUCTING OPERATING AND MAINTENANCE PERSONNEL

Within 60 calendar days after contract beneficial occupancy date of the facility by the Contracting Officer, the Contractor shall provide instructions by qualified and experienced instructors to the Government personnel in the proper operation and maintenance of the equipment. Instructors shall be well-versed in the particular systems that they are presenting. Each **instructor's qualification resume** shall be submitted for review and approved prior to scheduling the training.

3.2 INSTRUCTION AT SITE

Provide instruction time on site at a location designated by the Contracting Officer.

3.3 TRAINING COURSE

The course shall be a presentation of PART I, "Facility Information" and PART II, "Operation, Maintenance, and Repair Information" from the Operation and Maintenance Manuals provided under the Section 01782, "Facility Technical Operating Manuals". However, the presentation shall be weighted so as to spend 95% of instruction time on PART II.

3.3.1 Presentation

In addition to the course outline handouts, present the course instruction using an overhead projection technique capable of presenting the facility building manager's copy of the Prefinal Facility Technical Operating Manual submittal.

3.3.2 Video Recording

Provide to the Contracting Officer two copies of the **training course in VHS video recording**. The recording shall record in video and audio all instructors' training presentations including question and answer periods with the trainees.

3.3.3 Unresolved Questions From Trainees

If, at the end of the training course, there are questions from trainees that remain unresolved, the instructor shall send the answer, in writing, to the Contracting Officer for transmittal to the trainees.

-- End Of Section --